

## Guide to Editing FCRB Reports

Facilitators need to be aware of these key areas that FCRB editors will look at and make proposed edits in the reports for facilitators to review and finalize. Use the notes in the right hand column as a guide when editing reports.

- Use the Track Changes feature in Word to track the proposed edits.
- Turn off the Track Changes when you are finished, save the report and,
- Send the reports back to the facilitator for finalization.
- Include date due to the AA in the email to the facilitator with the edited reports. The facilitator will send final reports to AA with cc: to the coordinator and editor.
- For reports with sibling groups, first check to see if any of the siblings are 14+ years. **If a report includes an older youth in the report, send it back to the facilitator and ask that he/she writes a separate report for the 14+ year old.** They should resubmit two reports to you to edit.

Composition of the Report	
Content Area	Editor notes
1. The report headings and opening data points are updated with current information (date of review, courthouse, reporting period, name of child, JV#, DOB, date of removal or entry and reason, CPP date, next court date and type of hearing, number of reviews, etc.)	<p>Check for accuracy of dates</p> <ul style="list-style-type: none"> <li>• any typos with the year or date of the review;</li> <li>• does the removal date come <i>after</i> the DOB;</li> <li>• does DOB appear correct (sometimes DOB is listed as a future date that hasn't yet occurred)</li> </ul> <p><b>Insert a comment if any of the dates appear to be incorrect.</b></p>
2. Interested parties present and other information provided are clearly identified on page 1.	<p>Cross-check these sections against the narrative as there may be:</p> <ul style="list-style-type: none"> <li>• Someone mentioned in the narrative that is not listed on page 1.</li> <li>• Written or recorded info in the content area but not listed on page 1 or vice versa, the other testimony is listed on page 1 but not contained in the report.</li> </ul> <p>You may also notice misspelled names or names not consistently spelled the same throughout the report.</p> <p><b>Insert a comment if any interested party information appears to be incorrect.</b></p>

3. Placement changes are noted for any changes in placement that occurred during the review period.	<p>If placements are listed that pre-date the review period, use track change to delete the placement information.</p> <p>Insert a comment if a placement is missing that is mentioned in the narrative.</p>
4. Each domain or report header contains testimony and indicates which interested party provided the testimony. Repetition of the same testimony by multiple parties is not included but summarized as those present noted....	<p>Not every sentence in the narrative sections needs to start with who provided the statement, however, every IP in attendance should be identified at least one time in the narrative.</p> <p>If none of the testimony statements include who provided the testimony, insert a comment for the facilitator to clarify who stated/reported the various parts of the testimony.</p>
a. A section should not say, See parental capabilities or see above, etc...	Insert a comment that the facilitator put testimony related to the domain/header into this section and delete the generic statement.
b. If no information was provided or no one was present to provide testimony, a notation should be made that addresses the reason why no content is included.	<p>If a domain/header is blank, use track changes and type in, No one was present to provide updated information regarding this domain.</p> <p>OR</p> <p>This domain area was not discussed at this review.</p>
c. Testimony is presented objectively and factually with no opinion statements.	<p>See page 5 for information about the difference between facts and opinions.</p> <p>Enter proposed edits using track changes.</p>
d. Time references are clearly stated by using a date. Words and phrases such as yesterday, tomorrow, last Monday or next Saturday should not be used.	<p>Track the change if it is an easy date to add (e.g., yesterday = date the day before the review was held).</p> <p>Insert a comment for other words/phrases that require the facilitator to obtain the correct date and add it to the report.</p>
e. The report is in narrative form, sentences are complete, well-organized and all report headers/domains contain pertinent information related to the header/domain topic.	<p>If minor edits need to be made (e.g., missing periods, missing apostrophes, typos, etc.) make the corrections <u>without using</u> tracked changes.</p> <p>If a sentence does not read well and you can't decipher what is being conveyed, insert a comment for the facilitator to review and clarify the sentence.</p>

f. Font size is uniform throughout the report. Arial 11 is used to reduce number of pages. (Different font sizes are often seen when testimony has been cut and pasted from an email or other written document).	If font and font size is other than Arial 11, turn off tracked changes and change the font/size. When you return the reports to the facilitator, you can include a reminder in the email for the facilitator to pay attention to the font/size so that all is uniform in the final reports.
5. Barriers are identified for each case.	We can't change the barriers so even if the identified barriers to not appear to be relevant or some are missing.  If no barriers are checked, insert a comment to the facilitator asking if any barriers were identified that need to be included in the report.
6. Prior recommendations each have a status update (Unknown, Continue, Achieved, Not achieved, etc).	If the prior recommendations do not have a status listed, insert a comment to the facilitator asking them to include the status of prior recommendations before finalizing the report.
7. Continued recommendations are carried forward as the Board's Recommendations	If recommendations with Continued or Ongoing status are not "carried forward" to the New Recommendations section, copy the prior recommendations and paste them into the New Recommendations section using track changes.
8. Recommendations section should be clear and concise and identify who the recommendation is directed to.	Check for duplication of recommendations. Check that each recommendation is directed to someone.  On the regular report, if the Board does not agree with the plan to achieve reunification, the report should then include a recommendation from the Board for an alternative permanency goal.  Use track changes to note any typos that need to be corrected.  Insert comments for the facilitator to address applicable issues such as the need to identify who the recommendations is for and/or the need for a permanency recommendation if they disagree with the goal.
9. Commendations are clearly stated, if included. Reports do not have to include commendations.	Track any changes that need to be made to commendations.  Delete the Commendations section if there were no Commendations made.

<p>10. Interested parties notified and receiving the report are <b>updated</b> for each review.</p>	<p>It is difficult to check this section. Things to watch for:</p> <ul style="list-style-type: none"> <li>• List should include county attorney and DHS supervisor.</li> <li>• Anyone listed who may be different than noted in the narrative (e.g., a new DHS worker's been assigned, a different FSRP worker was at the review than who is listed on the last page, a new attorney, etc.)</li> </ul> <p>Insert a comment about any potential items that a facilitator should look at before finalizing.</p>
<p>11. If applicable, Intervenor invitation to submit written testimony is included.</p>	<p>The only way an editor knows if an Intervenor section should be added is if the Intervenor or Intervenor's Attorney provided written information that is included in the OTHER INFORMATION PROVIDED FOR THIS REVIEW section of the report.</p> <p>Insert a comment if Intervenor information is missing and needs to be added by the facilitator.</p>
<p>12. If applicable, Post-Review testimony is included (there is a note on page 1 that Post-Review Testimony was submitted by Name (Relation to case)).</p>	<p>If Post-Review testimony is included, make sure that this is also recorded on Page 1 as Post-Review testimony received from (Person, Relation).</p> <p>If the information is missing on page 1, use track changes and enter on page 1 after OTHER INFORMATION...POST-REVIEW TESTIMONY PROVIDED: insert name of person and relation.</p>
<p>13. Submission section of the report</p>	<p>Check that:</p> <ul style="list-style-type: none"> <li>• the correct Board is identified for Submitted By</li> <li>• First names of board members are used for Chairperson and Lead Questioner</li> <li>• Full name is used for the Facilitator</li> </ul> <p>Use track changes to make any needed edits to this section.</p>

## Key Differences Between Fact and Opinion

<https://keydifferences.com/difference-between-fact-and-opinion.html>

The difference between fact and opinion on the following grounds:

1. The fact is described as the statement that can be verified or proved to be true. Opinion is an expression of judgment or belief about something.
2. Fact relies on observation or research while opinion is based on assumption.
3. The fact is an objective reality whereas opinion is a subjective statement.
4. Facts can be verified with the help of evidence or statistics. On the contrary, opinion is not supported by any evidence.
5. Facts explain what actually happened. Unlike an opinion, that represents a perception about something.
6. One important feature of the fact is that it is universal and does not differ from person to person. As against this, every human being has a different opinion on a particular subject and so, it varies from one person to another.
7. Facts are shown with unbiased words, however, opinion is expressed with biased words.
8. Facts can change anybody's opinion, but vice versa is not possible.
9. Facts are real information and so it cannot be challenged or debated, but if we talk about opinions, they can be debated.

## The Language of Fact and Opinion: Signal Words and Phrases

<https://www.literacyideas.com/teaching-fact-and-opinion>

As we mentioned above, often writers will liven up their facts with a sprinkling of opinion. Unfortunately, it can at times be difficult to extract the verifiable truths from the author's preferences and biases. Luckily the language used itself often throws up helpful clues in the forms of words and phrases that assist us in identifying statements as fact-based or opinion-based. Let's now take a look at some examples of those signal words and phrases being used in the sentence fragments that often precede a statement of fact or opinion:

### ***Fact***

- The annual report ***confirms***...
- Scientists have recently ***discovered***...
- ***According to*** the results of the tests...
- The investigation ***demonstrated***...

### ***Opinion***

- He ***claimed*** that...
- It is the officer's ***view*** that...
- The report ***argues*** that...
- Many scientists ***suspect*** that...

As we can see from the above examples, the language used to introduce a statement can be helpful in indicating whether it is being framed as a fact or an opinion.

## Spelling, Grammar, Punctuation & Capitalization

1. There are no misspelled words in the report because the facilitator used “spell check” on the finished report.	<p>Use track changes and correct any typos.</p> <p>If it is a minor typo, you can correct it without using track changes.</p>
2. Name of child and interested parties are spelled consistently throughout the report.	<p>Insert a comment about the inconsistency in spellings of names (e.g., Johnathan, Jonathan, Johnathon) and ask the facilitator to ensure the correct spelling is used throughout the report.</p>
<p>3. There is subject-verb agreement, complete sentences, proper and consistent tense of verbs, appropriate punctuation and capitalization throughout the report.</p> <p>Grammar lesson:  <a href="http://www.dailygrammar.com/Lesson-303-Capitalization.htm">http://www.dailygrammar.com/Lesson-303-Capitalization.htm</a></p> <p>Capitalize words such as <i>Mother, Father, Grandmother, Grandfather, Son, Daughter, and Sis</i> when they are used in place of the person's name. Do not capitalize them when they follow <b>possessive pronouns</b> such as <i>my, your, his, her, our, or your</i>.</p> <p>Examples:          I will ask <b>F</b>ather.          I will ask my father.</p>	<p>Things to watch for:</p> <p><b>Subject verb agreement</b> simply means the <b>subject</b> and <b>verb</b> must <b>agree</b> in number. This means both need to be singular or both need to be plural.</p> <p>Consistent verb tense means if they use present tense such as “reports”, then all verbs should be in present tense (e.g., states, notes, shares, etc.); similarly if they use past tense such as “reported”, then all verbs should be in past tense (e.g., stated, added, noted, shared, etc.) <b>If facilitator uses both past and present tense, use track changes to make edits. Go with the tense that is used first or most frequently if they’ve interchanged past and present.</b></p> <p>Missing periods, commas, apostrophes and capitalization (you can add those without using track changes).</p>
4. For each acronym, the facilitator wrote out the words the first time the writer used the acronym and then used the acronym throughout the remainder of the report.	<p><b>Use track changes and spell out the acronym the first time it is used in the report.</b> Since DHS and FSRP are more commonly known by all, we don’t spell those out; however other acronyms like BHIS, CDD, ODD, ADHD, etc. should be clearly identified.</p>
<p>5. If quotations are used for testimony, double check that they are accurate in word and citation.</p> <p>When someone provides a statement that someone else says (hearsay) use a qualifier like ‘reportedly said or self-reported’. For example, when the parents aren’t present and the attorney says Mom</p>	<p>This is not easy to review for, basically watch to ensure that if quotes are used there are beginning and end quotes. Often facilitators forget the end quotes, especially common in the OTHER INFORMATION PROVIDED content section. <b>Track changes as needed.</b></p>

says she attending therapy then the testimony should be written as Attorney Krafka stated that Ms. Jones has self-reported she is attending therapy.	The way that testimony is presented in narratives may not include who provided the information. If a statement may elicit some reaction from a reader, the report should identify who made the statement. <b>Track changes as needed.</b>
6. Sentences are reasonable and varied in length. Sentences are concise, using the fewest number of words needed to describe the action or occurrence. Information that is extraneous is removed.	Watch for sentences that are long and could be broken down into smaller sentences to help with the flow and increase the reader's understanding of the content.  <b>Use track changes to show any proposed edits for changes to sentences.</b>
7. Abbreviations are avoided.	<b>Use track changes to spell out abbreviations (e.g., Voc Rehab should be Vocational Rehabilitation; Wed. should be Wednesday (with a date))</b>
8. The Review Date is spelled out such as January 3, 2020. From then on dates are consistently formatted throughout the body of the report. Either all in a numeric (5/24/16, 5-24-16, etc.) or written out May 24, 2016. Numeric dates are preferred, especially on page 1 of the report to fit within the text field areas provided for dates.	Being consistent with date formats is something the editor can change without tracking changes. <b>If you have to change several dates, be sure to provide feedback to the facilitator for future reports.</b>
9. There is consistency throughout the report on names and titles used for all parties. The spelling of names is double checked. Capitalization of names and titles is double checked.  No first names only unless it is in reference to foster parents or child/youth.	All parties should be given the same level of respect in the report. The exception is children and foster parents as we refer to them by first name only. Last names for relatives can be included.  <b>Use track changes and delete any last names of foster parents.</b>
10. Appropriate courtesy titles (Ms., Mrs., Mr., Dr.) are used throughout the report after the interested party is initially identified. John Smith (DHS) reports.... and then thereafter, he is referred to as Mr. Smith.	<b>Use track changes to change first name only text to formal text (e.g., changes Samantha to Ms. Jones for referring to the child's mother).</b>
11. Common error locations are proofed: Near beginning or endings of lines; near the bottom of a page; in number combinations; in proper nouns; in long words.	Watch for missing capitalization at the beginning of sentences and missing punctuation at the end of sentences.  Watch the spacing between pages; add or remove blank lines to ensure headers align with content. There should not be a header

	at the bottom of a page and content starting on the next page. <b>Clean up spacing without using track changes.</b>
12. Common mistakes are proofed: Transposing letters within a sentence or within one word; Omission of one letter in a pair of doubled letters; Substituting one small word for another or doubling small words. (if, in, as, by, be, the)	Watch for things such as typos and <b>use track changes for common typos (just change simple typos without tracking changes.)</b>  Watch for small words that may be missing a letter or have an additional letter (e.g., as that should be has, no but should be not, etc.) <b>Make these minor changes without tracking changes.</b>

**Remember!** Each facilitator has his/her own writing style. The intent of editing is not to rewrite the report or have it grammatically perfect but rather we want to ensure that the report is free of basic grammar errors, typos, misspelled words, incomplete sentences, etc. Content in the report should never be altered in such a way as to change the meaning of the sentences.

The facilitator is responsible for accepting or rejecting the proposed edits.